



King County
Department of Permitting
and Environmental Review
35030 SE Douglas Street, Suite 210
Snoqualmie, WA 98065-9266
206-296-6600 TTY Relay 711
www.kingcounty.gov/permits

On-Line Residential Mechanical Permits

Residential mechanical HVAC installation permits for home retrofits are now available for purchase on our website.

Advantages of on-line permit application:

- Pay with Visa or MasterCard. No convenience or merchant fees added.
- Permits issued instantly.
- Permits can be both printed and downloaded for electronic record-keeping.
- Permit history saved and viewable in your online account.
- Inspection scheduling, and results are available on-line.

To Get Started:

- Point your browser to <https://aca.accela.com/kingcounty/>
- Log-in to your existing account or register for a new account.

NEW ACCOUNTS

- **DPER recommends maintaining a single account in your company name that can be shared by all staff who process permit applications online. This will make the application process easier and you will be able to see all permit history in one account.**
- Set the account type as an “organization” type, not an individual. (If your existing account is not set-up as an organization, please create a new account as an organization type.)
- Your organization account should be set up with only the name of the company, which will appear on the printed permit, and not the name of any employee. You can add employee contact information as a separate “Contact”.
- If your business pulls permits on behalf of third-party installers, additional account set-up steps are required. Please request this service by emailing DPERWebInquiries@kingcounty.gov.

Now you are ready to apply for a permit. Each permit will require:

- A parcel number or street address (DPER recommends entering a parcel identification number because it’s faster and more certain to identify the correct parcel)
- An active WA state contractor’s license number
- Quantity and type of HVAC unit(s) to be installed
- Visa or MasterCard

What King County Permitting does not offer permits for on-line:

- Commercial installations (Please visit our office to apply)
- Combination HVAC and building permits, including installation in newly constructed homes
- Mobile home or manufactured home installs – those are permitted by L&I

If you have any questions or difficulties setting up your account or applying for a permit, or would like a 5-minute live tutorial, please send an e-mail to DPERWebInquiries@kingcounty.gov or call 206-296-6600.